

UNITED STATES INFORMATION AGENCY

67-8

CHANGE OF ADDRESS

Honorable Frank J. Shakespeare, Jr.
Director
United States Information Agency
Washington, D. C. 20547

Effective: January 23, 1969

This cancels address card #65-24.

62-99359-328

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. W. C. Sullivan *WCS*

DATE: 1/23/69

FROM : D. J. Brennan, Jr. *DJB*

SUBJECT: DIRECTOR

C UNITED STATES INFORMATION AGENCY
CHANGE OF PERSONNEL

Frank J. Shakespeare, Jr., has been appointed Director, United States Information Agency. Effective immediately, all mail intended for the personal attention of the Director should be addressed as follows:

Reading Room
and Mechanical Section
Honorable Frank J. Shakespeare, Jr.,
Director
United States Information Agency
Washington, D. C. 20547

A sample card is enclosed.

ACTION:

Refer to the Mechanical Section for appropriate dissemination of address cards to all Bureau officials and stenographers.

Enclosure

- 1 - Mr. Sullivan
 - 1 - Mechanical Section
 - 1 - Reading Room
 - 1 - Mail Room
 - 1 - Liaison
 - 1 - W. J. McDonnell
- 300*

WJM:kw
(7)

REC-96

Sent out 1-29-69
300
62-99359-328

11 JAN 30 1969

FIC
3 FEB 10 1969